

FAA Construction Project Closeout Checklist

All Projects	Construction	Design	Project Control
a) Final Pay Request SF-271, except for letter of credit grants (original + one copy)			X
b) Final Pay Summary Worksheet			X
c) Summary of DBE Utilization	X		
d) Grant Special Conditions, list and discuss compliance with each.	X		
e) Amendment letter, if applicable			X
f) Final Construction Project Report	X	X	X
g) Sponsor's Certification for Construction Project Final Acceptance			X
Final Construction Project Report			
a) Project history	X		
b) Administration			X
c) Construction Management	X		
1) Consultant Services Summary	X		
2) Force Account Services Summary	X		
d) Construction	X		
1) Summary of change orders	X		
2) Summary of final quantities	X		
3) Final Inspection Report	X		
4) Contractor's Release	X		
5) As-constructed plans	X	X	
6) Summary of test results	X		
7) Date when force account construction approved by FAA	X		
8) Summary of force account construction	X		
e) Revised Exhibit "A" Property Map, if applicable	X	X	
f) Date of FAA approval of revised ALP	X	X	
g) Date of Airport Master Record update	X	X	
h) Date of Sign Plan update, if applicable (for Part 139 airports)	X	X	